Milwaukee Radio Amateur's Club

Volunteer Examiner Coordinator

Polices & Procedures

Created: November, 2002

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PREFACE

The Milwaukee Radio Amateurs' Club is one of the oldest amateur radio clubs in the Nation. The Club has always been dedicated to the enhancement of the amateur radio hobby. A major portion of this commitment is helping potential amateur radio operators to obtain their first license and to help current operators upgrade their licenses. On that premise the MRAC VEC was formed. The MRAC VEC is one of fourteen VECs in the United States. There are currently over 30,000 accredited VEs in the United States.

In 1982 President Regan signed the Goldwater-Wirth Bill (PL 97-259) which transferred the duties of amateur radio testing from the FCC to voluntary, uncompensated, licensed radio amateur radio operators and allowed for the creation of the VEC program. The act was passed because of Federal budget cuts. The National Conference of VECs (NCVEC) is responsible for establishing and monitoring the policies and procedures of the VECs. Exam question pools are created by the Question Pool Committee, a separate group of volunteer amateur radio operators, with input from the amateur radio community.

The Volunteer Examiner Coordinator (VEC) is an organization that has entered into an agreement with the Federal Communications Commission (FCC) to coordinate the efforts of Volunteer Examiners (VEs) in preparing and administering examinations for Amateur Radio licenses. The VEC must comply with several requirements before it can be granted its VEC certification, and is bound not only to the conditions of the written agreements signed with the FCC, but also the FCC's rules in Part 97. Those requirements[1] are:

- Be organized at least partially for the purpose of furthering Amateur Radio;
- Be capable of serving as a VEC in at least the VEC region proposed;
- Agree to coordinate examinations for Technician, General, and Amateur Extra Class operator licenses;
- Not discriminate against anyone, based on race, sex, religion, national origin or membership (or lack thereof) in any Amateur Radio organization.

The role of the VE is an extremely important role in the amateur radio service and must be taken seriously. VEs must have the upmost integrity and ensure that mistakes are not made which

[1] FCC Rules Part 97.521

may affect the credibility of the VEC. Under FCC rules[2], hams seeking VE accreditation must:

- be 18 years of age or older; and
- Never have had their amateur station or operator licenses suspended or revoked; and
- Hold a valid General, Advanced or Amateur Extra Class license

All potential VEs meeting these criteria must complete an application and submit the application with a photocopy of their current Amateur Radio License to the VEC Manager in charge of applications. All potential VEs must read the current edition of the Milwaukee Radio Amateurs' Club VEC Policy and Procedure Manual and complete an open-book review and receive a passing grade of 70%.

VEs may only administer exams to a license class lower than their class. The exception to this rule is Amateur Extra Class operators who may administer exams to all license classes.[3]

This manual is designed to provide guidance to all VEs when administering a test session. The VEC Manager shall oversee all test sessions. All questions or problems should be directed to the VEC Manager is charge of the session. The VEC manager will be responsible for conducting the session in accordance with FCC Rules and these policies.

The Managers for the MRAC VEC are:

Tom Fuszard	KF9PU
John Kraak	KF9XL
Tom Czaja	KG9EE
Mark Tellier	AB9CD

[2] FCC Rules Part 97.509

[3] FCC Rule 97. 509(c)

MRAC VEC
POLICIES AND PROCEDURES

All Examination sessions shall be conducted in accordance with FCC Rules Part 97. The rules pertaining to Amateur Radio Examinations are contained in Appendix A of this manual. In addition to the FCC Rules, a copy of the current Instructions for Volunteer Examiner Coordinators, established by the National Conference of Volunteer Coordinators is contained in Appendix B.

The following are the Policies and Procedures of the MRAC VEC:

1. An examinee writing or making marks on exam question booklet may be cause for failure of exam. This is a judgement call and is to be made by the VEC Manager in charge of the session, and unless flagrant, it may be better to just discard exam and reprint it.

2. Telegraphy exam:

   a. Examinee will be allowed a few moments (not to exceed two minutes) to review copy before turning copy in to VE.

   b. Element 1 exam tapes will not be used as training tapes for examinees who fail to pass the Element 1 exam.

3. Examination fees are no longer controlled by FCC. The current fee, established in January, 2001, is $8 which was established in January, 2001.

4. Examinees may take as many Elements as they like for the initial exam fee as long as they pass each element. However, if they fail an Element and wish to retake it, a retest fee equal to the initial fee is charged.

5. We ask that VEs arrive approximately 30 minutes before the announced start of the exam session in order to set up tables, paperwork, and to discuss strategy.

6. Most sessions run smoothly with 8 or 9 VEs administering the exams. At some lightly attended sessions, this is too much coverage, and we apologize for the inconvenience. One never knows in advance how many examinees will attend a session. Larger sessions like the AES Superfest require 11-13 VEs.

7. Remember, our job is to be helpful and kind ambassadors for the hobby. Please treat the examinees with courtesy and in a manner in which you would like to be treated.

8. Examinees are required to submit[4]:

   a. A completed NCVEC 605 form.
   b. An original and photocopy of their current FCC Amateur radio license or CSCE, if applicable.
   c. A picture identification card with a reasonable likeness of the examinee.
   d. Payment of the established testing fee.

   (NOTE: In this electronic age where license class can be verified at the ULS website, failure to bring an original license in addition to the duplicate may not disqualify an examinee from proceeding with the exam.)

9. As a courtesy to those taking examinations, it would be best to keep all non-session related conversation to a minimum.

10. We accept completed NCVEC 605 forms for administrative changes such as address change or license renewal at no charge during VE exam sessions. Renewals must be within the 90 day window prior to expiration. Be sure to put the license class of the candidate at the top of the 605 form.

11. Since a minimum number of VEs are required at all sessions, your attendance is crucial. If you have agreed to assist at a session and unable to attend it, please call John Kraak as soon as possible.

[4] FCC Rule 97.505

DUTIES OF THE VEC MANAGER

1. Volunteer Examiners:

   a. Recruit VEs
      (1) Evaluate Credentials
      (2) Assign VE numbers and make VE badges
      (3) Maintain a VE Roster
   b. Schedule VEs for each session

2. Develop and reproduce exam elements:

   a. Using the QPC question pool, design and reproduce 7 different written exams for each element (2, 3, and 4).
   b. Of the 7 exams, two are designed specifically for the visually handicapped and are also done in braille. Howard Kaufman, WA9TOP, of the Badger Association for the Blind has been very helpful.
   c. Produce 5 to 7 code exams for Element. 1.

3. Order supplies: We use 8 or 9 different forms at a VE session. These forms need to be replenished, stored, and redesigned periodically.

4. Schedule VE sessions: We currently schedule 10 exam sessions per year. This includes the last Saturday of each month except for March, June, August, and December. In addition to the normal test sessions, we have been providing testing sessions at the WRAC Swapfest held the first weekend in January and at the AES Superfest in April of each year.

5. Publicize VE Sessions: Send session information to the *MRAC Hamateur Chatter*, MRAC website, MRC (146.91 Repeater) public service net, *Badger Smoke Signals*, and the ARRL website in care of ARRL VEC Manager Bart Jahnke.

6. Coordinate and conduct VE sessions:

   a. Assist VEs in interpreting the exam rules and regulations.
   b. Ensure for the smooth operation of the test session.
   c. Review session results and check for errors and omissions.
   d. File applications electronically (this can be delegated to another manager).

7. Count the cash received at each session and send the income to the MRAC Treasurer for deposit in the Club treasury. Maintain a log of session finances to be kept in test session cases.

8. Contact the editor of the *Chatter* and provide him with the session results including the number of participants, number of elements passed and names of VEs assisting at the session.

9. Restock the session plastic cases.

10. Complete the sessions records including the VE sign-in sheet, candidate sign-in sheet, numerical summary of session, candidate summary of session, and financial summary.

11. Disseminate information:

    a. Follow up with messages left on the MRAC telephone answering machine.
    b. Reply to email requests for information.

DUTIES OF THE APPLICATION FILING MANAGER

All VEC Managers are application filing managers. The FCC has established a website that is used for electronically filing the results of each VEC test session. This process has streamlined the filing process and most examinees are able to receive their callsigns or update within a few days of the test session by accessing numerous licensing information websites. In order to keep the managers familiar with the process, filing duties may be rotated amoung the various Application Managers. The following are the duties of the Application Filing Manager.

1. Familiarity with the FCC application filing process.

2. Check all applications for accuracy and intelligibility.

3. Enter all information into the VEC filing program.

4. Accuracy is extremely important. Therefore it is imperative that all data is reviewed prior to submission.

5. Once the data is reviewed, submit the information to the FCC.

6. Ensure that the data was correctly received by the FCC. Session results may be viewed at the same (URL/web address) as used fir uploading test information.

7. If the data is rejected, the Application Manager must determine the cause for the rejection and resubmit the data.

8. After the data is correctly received by the FCC, the Application Manager should forward all applications and session paperwork, a copy of the original filing data and a copy of the response from the FCC to Tom Fuszard.

9. Tom Fuszard is the primary Application Filing Manager and will be responsible for retaining the applications and data in accordance with FCC Regulations.

APPENDIX A

FCC RULES PART 97 SUBPART F - QUALIFYING EXAMINATIONS SYSTEMS

§97.501 Qualifying for an amateur operator license.

Each applicant must pass an examination for a new amateur operator license grant and for each change in operator class. Each applicant for the class of operator license grant specified below must pass, or otherwise receive examination credit for, the following examination elements:

(a) Amateur Extra Class operator: Elements 1, 2, 3, and 4;

(b) General Class operator: Elements 1, 2, and 3;

(c) Technician Class operator: Element 2.

§97.503 Element standards.

(a) A telegraphy examination must be sufficient to prove that the examinee has the ability to send correctly by hand and to receive correctly by ear texts in the international Morse code at not less than the prescribed speed, using all the letters of the alphabet, numerals 0-9, period, comma, question mark, slant mark and prosigns AR, BT and SK. Element 1: 5 words per minute.

(b) A written examination must be such as to prove that the examinee possesses the operational and technical qualifications required to perform properly the duties of an amateur service licensee. Each written examination must be comprised of a question set as follows:

(1) Element 2: 35 questions concerning the privileges of a Technician Class operator license. The minimum passing score is 26 questions answered correctly.

(2) Element 3: 35 questions concerning the privileges of a General Class operator license. The minimum passing score is 26 questions answered correctly.

(3) Element 4: 50 questions concerning the privileges of an Amateur Extra Class operator license. The minimum passing score is 37 questions answered correctly.

§97.505 Element credit.

(a) The administering VEs must give credit as specified below to an examinee holding any of the following license grants or license documents:

(1) An unexpired (or expired but within the grace period for renewal) FCC-granted Advanced Class operator license grant: Elements 1, 2, and 3.

(2) An unexpired (or expired but within the grace period for renewal) FCC-granted General Class operator license grant: Elements 1, 2, and 3.

(3) An unexpired (or expired but within the grace period for renewal) FCC-granted Technician Plus Class operator (including a Technician Class operator license granted before February 14, 1991) license grant: Elements 1 and 2.

(4) An unexpired (or expired but within the grace period for renewal) FCC-granted Technician Class operator license grant: Element 2.

(5) An unexpired (or expired) FCC-granted Novice Class operator license grant: Element 1.

(6) A CSCE: Each element the CSCE indicates the examinee passed within the previous 365 days.

(7) An unexpired (or expired less than 5 years) FCC-issued commercial radiotelegraph operator license or permit: Element 1.

(8) An expired FCC-issued Technician Class operator license document granted before March 21, 1987: Element 3.

(9) An expired or unexpired FCC-issued Technician Class operator license document granted before February 14, 1991: Element 1.

(b) No examination credit, except as herein provided, shall be allowed on the basis of holding or having held any other license grant or document.

§97.507 Preparing an examination.

(a) Each telegraphy message and each written question set administered to an examinee must be prepared by a VE holding an Amateur Extra Class operator license. A telegraphy message or written question set may also be prepared for the following elements by a VE holding an operator license of the class indicated:

(1) Element 3: Advanced Class operator.

(2) Elements 1 and 2: Advanced, General, or Technician (including Technician Plus) Class operators.

(b) Each question set administered to an examinee must utilize questions taken from the applicable question pool.

(c) Each telegraphy message and each written question set administered to an examinee for an amateur operator license must be prepared, or obtained from a supplier, by the administering VEs according to instructions from the coordinating VEC.

(d) A telegraphy examination must consist of a message sent in the international Morse code at no less than the prescribed speed for a minimum of 5 minutes. The message must contain each required telegraphy character at least once. No message known to the examinee may be administered in a telegraphy examination. Each 5 letters of the alphabet must be counted as 1 word. Each numeral, punctuation mark and prosign must be counted as 2 letters of the alphabet.

§97.509 Administering VE requirements.

(a) Each examination for an amateur operator license must be administered by a team of at least 3 VEs at an examination session coordinated by a VEC. Before the session, the administering VEs or the VE session manager must ensure that a public announcement is made giving the location and time of the session. The number of examinees at the session may be limited.

(b) Each administering VE must:

(1) Be accredited by the coordinating VEC;

(2) Be at least 18 years of age;

(3) Be a person who holds an amateur operator license of the class specified below:
(i) Amateur Extra, Advanced or General Class in order to administer a Technician Class operator license examination;

(ii) Amateur Extra or Advanced Class in order to administer a General Class operator license examination;

(iii) Amateur Extra Class in order to administer an Amateur Extra Class operator license examination.

(4) Not be a person whose grant of an amateur station license or amateur operator license has ever been revoked or suspended.

(c) Each administering VE must be present and observing the examinee throughout the entire examination. The administering VEs are responsible for the proper conduct and necessary supervision of each examination. The administering VEs must immediately terminate the examination upon failure of the examinee to comply with their instructions.

(d) No VE may administer an examination to his or her spouse, children, grandchildren, stepchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews, and in-laws.

(e) No VE may administer or certify any examination by fraudulent means or for monetary or other consideration including reimbursement in any amount in excess of that permitted. Violation of this provision may result in the revocation of the grant of the VE's amateur station license and the suspension of the grant of the VE's amateur operator license.

(f) No examination that has been compromised shall be administered to any examinee. Neither the same telegraphy message nor the same question set may be re-administered to the same examinee.

(g) Passing a telegraphy receiving examination is adequate proof of an examinee's ability to both send and receive telegraphy. The administering VEs, however, may also include a sending segment in a telegraphy examination.

(h) Upon completion of each examination element, the administering VEs must immediately grade the examinee's answers. The administering VEs are responsible for determining the correctness of the examinee's answers.

(i) When the examinee is credited for all examination elements required for the operator license sought, 3 VEs must certify that the examinee is qualified for the license grant and that the VEs have complied with these administering VE requirements. The certifying VEs are jointly and individually accountable for the proper administration of each examination element reported. The certifying VEs may delegate to other qualified VEs their authority, but not their accountability, to administer individual elements of an examination.

(j) When the examinee does not score a passing grade on an examination element, the administering VEs must return the application document to the examinee and inform the examinee of the grade.

(k) The administering VEs must accommodate an examinee whose physical disabilities require a special examination procedure. The administering VEs may require a physician's certification indicating the nature of the disability before determining which, if any, special procedures must be used.

(l) The administering VEs must issue a CSCE to an examinee who scores a passing grade on an examination element.

(m) Within 10 days of the administration of a successful examination for an amateur operator license, the administering VEs must submit the application document to the coordinating VEC.

§97.511 Examinee conduct.

Each examinee must comply with the instructions given by the administering VEs.

§97.513 VE session manager requirements.

(a) A VE session manager may be selected by the VE team for each examination session. The VE session manager must be accredited as a VE by the same VEC that coordinates the examination session. The VE session manager may serve concurrently as an administering VE.

(b) The VE session manager may carry on liaison between the VE team and the coordinating VEC.

(c) The VE session manager may organize activities at an examination session.

§97.515 [Reserved]

§97.517 [Reserved]

§97.519 Coordinating examination sessions.

(a) A VEC must coordinate the efforts of VEs in preparing and administering examinations.

(b) At the completion of each examination session, the coordinating VEC must collect applicant information and tests results from the administering VEs. Within 10 days of collection, the coordinating VEC must:

(1) Screen collected information;

(2) Resolve all discrepancies and verify that the VE's certifications are properly completed; and

(3) For qualified examinees, forward electronically all required data to the FCC. All data forwarded must be retained for at least 15 months and must be made available to the FCC upon request.

(c) Each VEC must make any examination records available to the FCC, upon request.

(d) The FCC may:

(1) Administer any examination element itself;

(2) Readminister any examination element previously administered by VEs, either itself or under the supervision of a VEC or VEs designated by the FCC; or

(3) Cancel the operator/primary station license of any licensee who fails to appear for readministration of an examination when directed by the FCC, or who does not successfully complete any required element that is readministered. In an instance of such cancellation, the person will be granted an operator/primary station license consistent with completed examination elements that have not been invalidated by not appearing for, or by failing, the examination upon readministration.

§97.521 VEC qualifications.

No organization may serve as a VEC unless it has entered into a written agreement with the FCC. The VEC must abide by the terms of the agreement. In order to be eligible to be a VEC, the entity must:

(a) Be an organization that exists for the purpose of furthering the amateur service;

(b) Be capable of serving as a VEC in at least the VEC region (see Appendix 2) proposed;

(c) Agree to coordinate examinations for any class of amateur operator license;

(d) Agree to assure that, for any examination, every examinee qualified under these rules is registered without regard to race, sex, religion, national origin or membership (or lack thereof) in any amateur service organization.

§97.523 Question pools.

All VECs must cooperate in maintaining one question pool for each written examination element. Each question pool must contain at least 10 times the number of questions required for a single examination. Each question pool must be published and made available to the public prior to its use for making a question set. Each question on each VEC question pool must be prepared by a VE holding the required FCC-issued operator license. See §97.507(a) of this Part.

§97.525 Accrediting VEs.

(a) No VEC may accredit a person as a VE if:

(1) The person does not meet minimum VE statutory qualifications or minimum qualifications as prescribed by this Part;

(2) The FCC does not accept the voluntary and uncompensated services of the person;

(3) The VEC determines that the person is not competent to perform the VE functions; or

(4) The VEC determines that questions of the person's integrity or honesty could compromise the examinations.

(b) Each VEC must seek a broad representation of amateur operators to be VEs. No VEC may discriminate in accrediting VEs on the basis of race, sex, religion or national origin; nor on the basis of membership (or lack thereof) in an amateur service organization; nor on the basis of the person accepting or declining to accept reimbursement.

§97.527 Reimbursement for expenses.

VEs and VECs may be reimbursed by examinees for out-of-pocket expenses incurred in preparing, processing, administering, or coordinating an examination for an amateur operator license.

APPENDIX B

INSTRUCTIONS FOR VOLUNTEER EXAMINER COORDINATORS Revision I.2 proposed.
(As shown at VEC Conference, July 26, 2002

1.0 SCOPE

Volunteer Examiner Coordinators (VECs) have entered into an agreement with the Federal Communications Commission (FCC) to coordinate the efforts of Volunteer Examiners (VEs) in preparing and administering examinations for amateur operator licenses in the Volunteer Examiner Coordinator (VEC) system. This document contains instructions for carrying out VEC duties. The Instructions provide a uniform interface between the FCC and the VECs, and document VEC agreements on issues affecting implementation of the VEC system.

Failure to comply with FCC instructions may result in cancellation of a VEC's agreement.

2.0 APPLICABLE DOCUMENTS

2.1 Document list. The following documents, of most recent date of issue, are applicable to this document:

a) Title 47 , Code of Federal Regulations (47 CFR), Part 97 "Amateur Radio Service", referred to herein as "97.xx".

b) Form FCC 605 , "Quick-Form Applications for Authorization in the Ship, Aircraft, Amateur, Restricted and Commercial Operator, and the General Mobile Radio Services"(including attached instructions), referred to herein as "FCC Form 605."

c) Form NCVEC "Quick-Form 605 Application for Amateur Operator/Primary Station License," referred to herein as "NCVEC Form 605."

d) FCC-issued Public Notices applicable to the Amateur Radio Service and to the VEC system.

2.2 Prevailing document. Except where specifically noted herein, when conflict exists between this document and one of the applicable documents of paragraph 2.1, the provisions of the applicable document shall prevail.

3.0 DETAILED INSTRUCTIONS
3.1 Communications with the FCC

3.1.1 VEC contact persons. Each VEC shall name a contact person and at least one alternate contact person to conduct the VEC's day-to-day communications with the FCC. The FCC will issue a Public Notice listing the current VECs and the public phone numbers of the VECs.

3.1.2 Availability. VECs shall advise the FCC of the VECs' working hours. One of the contact persons shall be available during working hours to answer questions that may arise during the processing of applications that were forwarded to the FCC. The contact person and alternate person shall make themselves known to the FCC.

3.1.3 FCC address for correspondence. VEC correspondence shall be addressed to:

FEDERAL COMMUNICATIONS COMMISSION
1270 FAIRFIELD RD
GETTYSBURG, PA 17325-7245.

3.1.3.1 Special Addressing. Club applications mailed to the FCC must not be marked to the attention of any specific person at Gettysburg. This practice will only delay application processing time.

3.1.3.2 Electronic correspondence,. The FCC will issue special instructions to VECs that participate in electronic filing or tests associated therewith. These procedures are not covered in this document.

3.1.3.3 NCVEC Form 605. NCVEC Form 605 must be submitted to the VEC. NCVEC Quck-Form 605 cannot be filed with the FCC. The FCC will dismiss the application.

3.1.4 FCC contact persons.

a) For problems obtaining acceptance by the FCC Uniform Licensing System (ULS) of an electronic filing by a VEC, contact Donna Scott, phone (717) 338-2521, e-mail dscott@fcc.gov. For all other problems relating to the administration of examinations and the processing of applications, contact (717) 338-2673.

b) Inquiries relating to the status of an application(s) should be directed to the FCC Consumer Center at (888) CALL-FCC (225-5322). Allow sufficient time before initiating the request.

c) The VEC system is administered by the Wireless Telecommunications Bureau. Do not contact local Enforcement Bureau Regional, District, or Resident Agent offices concerning the administration of the VEC system.

d) Inquiries concerning rules and policy shall be directed to:
Public Safety and Private Wireless Division
Federal Communications Commission
Washington, DC 20554
(202) 418-0680

3.1.5 Examinee inquiries. So far as practical, examinees should be encouraged to direct their inquiries relative to the administration of examinations to the VE Team or to the VEC rather than to the FCC. Examinee inquiries regarding the grant status of a license must be directed to the FCC Consumer Center at (888) CALL-FCC (225-5322). Examinees should wait a reasonable period of time before initiating inquiries.

3.1.6 Forms Requests. The Consumer and Governmental Affairs Bureau does not distribute forms. Forms can be downloaded from the FCC Forms Homepage which is found at (http://www.fcc.gov/formpage.html). Otherwise, form requests may also be directed to the FCC Forms Distribution Center at 1(800) 418-FORM(3676).

3.2 Recruitment of examiners.

3.2.1 Notification. Each VEC shall make it known that it is a VEC and is recruiting Preparing and Administering VEs.

a) Amateur radio clubs and individuals sending inquiries to the FCC about the VEC system, will be advised to contact VEs in their region. When the inquirer claims that Ves cannot be located, the inquirer will be referred to the VECs servicing the inquirer's area.

3.2.2 Administering VEs. Preference shall be given to recruitment of Amateur Extra class licensees to be Administering VEs since they can administer all examination elements. General and Advanced Class licensees may be recruited as Administering VEs but are restricted to administration of elements 1 and 2 (General) or elements 1, 2 and 3 (Advanced).

3.2.3 Preparing VEs. 97.507(a) and its subparagraphs defines VE preparation privileges as follows:

Extra Class - All elements.
Advanced Class - 1, 2, 3
General Class - 1, 2
Technician Class - 1, 2
Technician with hf - 1, 2

Preparing VEs may prepare questions for possible inclusion in the Standard Question Pools, or prepare written question sets or prepare telegraphy messages for the elements stated above.

3.3 Accreditation.

3.3.1 Review of qualifications. Each VEC shall review the qualifications of every person who volunteers to be an Administering VE. See 97.525.

3.3.2 Requirements for Administering VEs. An Administering VE must meet the minimum requirements of 97.509(b) and its subparagraphs, including holding the applicable license grant.

3.3.3 Requirements for Preparing VEs. There is no requirement for a Preparing VE to be accredited.

3.3.4 Additional requirements. VECs may also ask if the prospective VE has ever been accredited by another VEC, has ever had VE accreditation removed by another VEC, or has ever had another VEC refuse to coordinate an examination session where he/she was an Administering VE.

3.3.5 Deleted.

3.3.6 Discrimination prohibited. VECs must not discriminate in accrediting an Administering VE or accepting a Preparing VE on the basis of race, sex, religion, or national origin. VECs must not discriminate in accrediting Administering VEs based upon their accepting or declining to accept reimbursement for out-of-pocket expense.

3.3.7 Documentation and records. Each VEC shall issue a letter or document of accreditation to each person the VEC accredits as an Administering VE. Each VEC shall keep a list of those persons the VEC accredits.

3.3.8 Accrediting the disabled. VECs may not refuse to accredit a disabled person solely because of the disability. However, accreditation may be refused or canceled when the VEC determines that the disabled person is not competent to perform the VE functions. See 97.525(a)(3).

3.4 Coordination of examination sessions.

3.4.1 Session location. VECs may coordinate examination sessions in any region. No VEC has exclusive territorial rights. VECs shall encourage that VEC's Administering VEs to schedule examination sessions at places and times selected so that examinees need not travel great distances to take the examination, nor take extensive time off from work, school, etc.

3.4.2 Large sessions. VECs may contact Amateur radio clubs and other organizations who sponsor hamfests and other organized gatherings of amateurs about sponsoring examination sessions, either as adjuncts to their gathering or as separate activities.

3.4.3 Small sessions. While most examination sessions will be conducted on a larger scale, VECs may also coordinate small examination sessions, even for only one person. For instance, persons with handicaps that prevent them from traveling to a distant examination session, may be examined at places more convenient to them (usually in their homes.)

3.4.4 Registration deadlines. The registration deadline for a session may be set ahead of the examination date or may be set on the same day as the examination. An early deadline may be necessary when the Administering VEs need to know how many examinees to prepare for or when there is a limit to the number of persons who may be examined at that particular session.

3.4.5 Public announcement. The Administering VEs must make a public announcement before each examination session, even when conducted for one disabled person (see 3.4.3). Announcements need not include the amount of reimbursement fee.

3.4.6 Maintaining good public relations. Administering VEs bear an important public relations burden for the amateur service and the VEC system. They must be fair, yet firm. VECs may wish to encourage the Administering VEs to survey or interview all examinees immediately after they complete the examination in order to learn of weaknesses and where improvements are needed in the Administering VE's approach.

3.4.7 Immediate grading. Upon completion of an examination element, the Administering VEs shall immediately grade the examinee's answers. The Administering VEs decision as to the correctness of the answers is final. Examinees dissatisfied with a particular Administering VE should select a different Administering VE, VE Team, or VEC the next time they wish to take an examination.

3.4.8 Refusal to coordinate. If a VEC decides not to charge a reimbursement fee for coordinated examination sessions, the VEC may refuse to coordinate any examination session where the Administering VEs insist upon being reimbursed for their out-of-pocket expenses.

3.5 Provisions for the disabled.

3.5.1 VEC requirements. When administering an examination to a disabled person, the disability must be considered. No qualified person should fail an examination solely because of a disability. VECs shall cooperate in adopting accommodations which all Administering VEs will employ, regardless of their VEC affiliation.

3.5.2 VE requirements. Administering VEs must assist disabled examinees. They must take into account the particular disability the examinee may have by permitting that person to demonstrate the requisite qualifications in ways that accommodate the disability. If ample notice is not given to VEs in order to prepare to accommodate an individual, the VEs may defer the accommodative examination for that individual to a time and place when the VEs will be prepared to do so. The VEs will determine the degree of accommodations offered, as warranted.

3.5.3 Requests from disabled persons. VECs shall handle all requests for examination credit from disabled persons. For examinees in general, the operator requirements are not lowered, therefore requests for waivers are inappropriate. No VE or VEC may grant a waiver of FCC requirements.

3.5.4 Requiring documentation of disability. The Administering VEs may require the examinee to provide a statement from a physician indicating the nature and extent of the disability before determining which, if any, special procedure must be used. See 97.509(k). VEs may not refuse to accommodate an individual who provides the statement. The original of the statement should be attached to the examinee's NCVEC Form 605.

3.5.5 Examination location. The VEs may administer the examination at a time and place convenient to the examinee, even at bedside. See also paragraphs 3.4.3 & 3.4.5.

3.5.6 Written examinations. Disabled examinees may not be excused from taking a required written element. However, one or more of the following administrative procedures may be used:

a) Questions involving diagrams are a poor choice for a blind person. Select an alternate question when one is available in a particular sub element. When an alternate question is not available, the VEs may ask the examinee to describe in his/her own words the principal elements of a typical system or device represented by the diagram.

b) An Administering VE may read the questions to a blind examinee and transcribe the answers.

c) If hand coordination is difficult for writing purposes, the examinee may dictate the answers to one of the Administering Ves.

3.5.7 Telegraphy examinations. Except for the holders of a Technician class licence who do not have hf privileges, all disabled examinees must have documented credit for one of the code elements or must pass code element 1. Disabled examinees may not be excused from this requirement. However, one or more of the following procedures may be used in the administration of the code element to the disabled:

a) For the hearing impaired, flashing lights or vibrating surfaces may be used. Tone frequencies and volume may be adjusted to best accommodate the examinee's hearing disability.

b) Where warranted, the VEs may pause the examination message at intervals to allow the examinee time to absorb, interpret and/or speak out what was sent. Intervals may be one phrase, one word, or one character at a time. If necessary, one of the administering VEs may transcribe the examinee's response to each interval.

c) When pausing the message at intervals it may be more convenient to send the message to the examinee by hand, or via a computer; rather than to pause a prerecorded, taped message.

d) A visually impaired examinee may take a written examination in Braille.

e) A sending test may be substituted for a receiving test where the examinee's particular disability precludes a receiving test.f) VEs may require that special devices such as Braillers, flashing light setups, vibrating surfaces, etc., be supplied by the examinee.

3.5.8 Deleted.

3.5.8.1 Deleted.

3.5.8.2 Deleted.

3.5.8.3 Deleted.

3.5.8.4 Element 1 credit. A disabled examinee must appear at an examination session and pass the necessary element 1 examination to receive credit for the element 1 telegraphy requirement.

3.5.8.5 Deleted.

3.5.8.6 Deleted.

3.6 Reimbursement fee.

3.6.1 Fee Determination. Each year, each VEC and their Administering VEs shall jointly determine the fee schedule for reimbursement of out-of-pocket expenses. The fee may be determined by the Examination-by-examination method or by the Annual Method. In no case shall the fee exceed the maximum amount allowed by law. Discretion in establishing a fee schedule is limited to deciding whether or not to charge a fee:

a) at all during the year,
b) for retesting, or
c) when only element 1 is attempted.

3.6.2 Examination-by examination Method. The fee charged the examinee is the actual out-of-pocket costs incurred in preparing, processing and administering that particular examination. For a multiple examinee session, any reimbursement for general overhead expenses is prorated.

3.6.3 Annual Method. Each examinee at each coordinated examination session is charged the same fee in accordance with the established fee schedule. The fee is computed by dividing the projected annual out-of-pocket expenses by the expected annual number of examinees.

3.6.4 Maximum fee. The FCC no longer limits the reimbursement fee for amateur operator examinations. As a result, the amount of out-of-pocket costs that individuals or organizations providing authorized volunteer services in connection with amateur operator examinations may recover from examinees is no longer limited by Section 4 of the Communications Act of 1934, as amended. Enforcement of 47 C.F.R. ' 97.527(b), the rule that implemented a statutory limit, is suspended. See Public Notice DA 00-2718, released December 4, 2000. If a fee is collected, it may be used to reimburse out-of-pocket reimbursable expenses regardless of whether the examinee passes or fails the examination, or even if the examinee fails to appear for the designated examination session.

3.6.5 Disposition of excess fees. Under the annual method, where the total reimbursement fees collected during a year exceed the actual reimbursable expenses incurred, the VEC shall adjust the reimbursement fee for the following year accordingly. Should the VEC decide not to coordinate examination sessions the following year, the account balance derived from reimbursement fees shall be forwarded to another VEC to offset their future reimbursable expenses.

3.6.6 Deficit accounts. Under the annual method, where the total reimbursement fees collected during a year fall short of the actual reimbursable expenses incurred, the VEC shall not carry over the deficits to the following year unless the fee charged was less than the maximum allowed by law. If the fee was less than that allowed, the amount of the deficit that may be carried over is the amount that would have been collected if the maximum fee had been charged, less the amount actually collected. The fee charged in any one year must not exceed the maximum allowed by law, even where a deficit is carried over from the previous year.

3.6.7 Solicitation of funds. The reimbursement fee is the only fee that may be charged an examinee for the administration of an examination. Soliciting funds from examinees to help support your organization, or for any other purpose, must not be done in connection with the VEC system. If an examination session is held in conjunction with a hamfest, convention, or gathering, an examinee must not be required to pay an entrance fee in order to gain access to the area where the examination session is held. Likewise, the examination reimbursement fee cannot be used to offset the costs. The examination session must be kept separate from all other accounts.

3.6.7.1 The appearance of impropriety. No VE or VEC may solicit contributions of funds, supplies, materials, or services from examinees to help support VEC system activities. The acceptance of a voluntary, unsolicited contribution from others is not prohibited. Extreme caution should be exercised by VEs and VECs in accepting any such contributions to avoid impropriety or even the appearance of impropriety. Carefully weigh the importance for maintaining a reputation of absolute integrity in the VEC system before accepting any unsolicited voluntary contribution.

3.6.7.2 Contributions from examinees. The acceptance by a VE of an unsolicited contribution on behalf of (or from) a person to whom the VE administers (or has administered) an examination is prohibited.

3.6.8 Deleted.

3.6.9 Expense restrictions. All out-of-pocket reimbursable expenses shall be necessarily and prudently incurred. Extravagant purchases are not condoned. Each out-of-pocket reimbursable expense must relate to the examination in some way. If an expense is incurred which cannot be construed by a reasonable person to be necessary for the examination, it is a prohibited item and shall not be reimbursed. Certain capital investments may be included that must be amortized over a number of examination sessions, such as telegraphy testing equipment and filing cabinets. VECs and VEs are expected to use good business judgment with respect to reimbursement amounts.

3.6.10 Deleted.

3.7 Application Form 605.

3.7.1 Deleted

3.7.2 Reproduction of Form 605. NCVEC Form 605 and/or FCC Form 605 may be reproduced by VECs and Administering VEs provided the copies are in conformance with the Commission's policy as stated in Appendix A.

3.8 Standard question pools.

3.8.1 Question Pool Committee (QPC). The VECs shall cooperate in maintaining one standard question pool for each written FCC examination element in accordance with 97.523. For this purpose, the VECs will establish a committee to be known as the "Question Pool Committee."

3.8.2 Pool selection. In accordance with 97.507(b) & 95.523, no question may be used in a question set administered in an examination session unless it appears on the question pool of the most recent publication, made available to the public.

3.8.2.1 Written examination materials. The VECs are agreed that all written examination materials, including examination preparation software for written examinations, will use the answers and distractors released by the QPC and will not use essay or true/false formats.

3.8.3 Encouragement of Preparing VEs. Each VEC shall encourage their Preparing VEs to write and submit questions for inclusion in the question pools. Their questions may be submitted directly to the QPC during the period when the appropriate question pool or syllabus is being revised, or they may be submitted to the VEC.

3.8.4 Evaluation of examination materials. Each VEC shall ask their Administering VEs to frequently evaluate the clarity, accuracy, and relevancy of the examination materials and to suggest appropriate revisions. The VECs will review the results of these evaluations and will submit recommended changes to the Chairperson of the QPC during the period when the appropriate question pool or syllabus is being revised.

3.8.5 Examinations in Foreign Languages. Written and telegraphy examinations may be administered in a foreign language provided that *all three* Administering VEs are fluent in the language and the translation of the questions, answers, and distractors is faithful to the meanings of the Standard Question Pool. VECs should require a signed statement from the Administering VEs that they are fluent and that the translations used were prepared by preparing VEs holding the required class of license. VECs may request that they supply copies of the translation(s) used.

3.8.6 Question sets. VECs shall provide their Administering VEs with sufficient instructions so they can select question sets to be administered at examination sessions. The Administering VEs may elect to obtain prepackaged question sets or test-generating computer software from their VEC or another supplier. No question set may concentrate on one particular topic at the expense of others.

3.8.7 Current address of QPC. All communications relative to question pools or the operations of the QPC should be addressed to the current chairperson:

Scotty Neustadter, W4WW
w4ww@arrl.net
9710 DORTMUND DR
HUNTSVILLE, AL 35803-1116

3.9 Instructions to VE Teams.

3.9.1 Instruction Content. VECs shall provide their VE Teams with instructions for administering the examinations. These shall include, as a minimum, instructions for reviewing examinee entries in NCVEC Form 605 Section 1 and instructions for completing NCVEC Form 605 Section 2.

3.9.2 Updating Team Instructions. From time to time, Rule changes may cause the instructions given to the VE Teams to be incorrect pending their next update. VECs shall notify VE Teams when modifications are needed.

3.10 Telegraphy examination messages.

3.10.1 Preparation. Administering VEs may prepare the telegraphy messages they administer in examination sessions or they may elect to obtain pre-packaged telegraphy messages from the VEC or from a supplier. In either case, the telegraphy messages must be prepared by Preparing VEs with privileges as stated in 3.2.3.

3.10.2 Message content. Each telegraphy message must be unknown to the applicant. It must not consist of a well known phrase from a poem, song, etc. It must be representative of the telegraphy messages typical of those transmitted by amateur stations. The character speed should be 13-15 wpm, spaced at 5 wpm (Farnsworth spacing). The tone should be 700 - 1000 Hz.

3.10.3 Sending test. It has been the FCC's experience that a telegraphy receiving test alone is adequate proof of both sending and receiving ability. However, the Administering VEs may include a sending segment in a telegraph examination. See also 3.5.2.2. and 97.509(g).

3.10.4 Receiving Test. The test for telegraphy shall consist of 10 questions in the "fill in the blanks" format. A passing grade is 7 correct out of 10. A true/false format is not permitted. An applicant whose written copy is without error for at least 1 full minute (25 consecutive count characters) may be judged as "passing" when the characters are counted in accordance with 97.507(d), regardless of the score on the ten-question set.

3.10.4.1 Fill in the blanks format. This format is *not* to be construed as a test wherein the examinee is given the entire text of the transmission with certain key words replaced with blanks and the examinee is allowed to fill in the missing words as the text is sent.

3.11 Certificate of Successful Completion of Examination (CSCE) document.

3.11.1 The CSCE Document. VECs may adopt one all purpose document to accommodate the purposes of the CSCE to indicate:a) elements passed at an examination session [97.509(l)], and/orb) that the examinee is qualified for a higher class license [97.9(b)], and/orc)the call sign indicator to be used during temporary operation [97.119(e)].

3.11.2 Special Case. When a CSCE issued with credit for code element 1 is used in conjunction with a valid no-code Technician Class license, the licensee is entitled to Technician Class plus hf privileges. In this case, credit for code element 1 does not expire with the CSCE.

3.11.3 CSCE Wording. The CSCE is not a license, permit, or any other type of authorization. Temporary operation is authorized by 97.9(b), not by the CSCE. Do not use the words permit, license, authorize or any similar words or terms on the CSCE.

3.11.4 CSCE content. As a minimum, each certificate issued must include:
a) The logo and/or name of the authorizing VEC.
b) The name of the applicant.
c) The recipient's amateur station call sign (if any).
d) The element(s) successfully completed.e) The operator class for which license requirements were successfully completed. (See 3.11.8.1)
f) The session date.
g) The signature and call sign of each of the three administering VEs who issued the certificate.
h) The signature of the applicant.

3.11.5 FCC notification. VECs should send a copy of their CSCE's to the attention of:

W. Riley Hollingsworth, Special Counsel
FCC - Amateur Radio Enforcement Bureau
FEDERAL COMMUNICATIONS COMMISSION
1270 Fairfield Rd
Gettysburg, PA 17325(717)338-2502
email: rholling@fcc.gov

and to other VECs so that the FCC and all VECs may become familiar with it. Do not send a sample CSCE to the District Director of the VECs' nearest FCC District Field Office.

3.11.6 Providing documents. Each VEC shall provide an adequate supply of CSCE documents to its VE Teams.

3.11.7 CSCE records. VECs must keep records of CSCEs so that those records are capable of being used to verify the issuance of a particular certtificate.

3.11.8 Issuing CSCEs. The Administering VEs shall issue a CSCE document for elements passed to each examinee who scores a passing grade. The class to which the examinee upgrades shall be indicated on the CSCE. When a CSCE is issued for passing elements but the examinee has failed to upgrade, the CSCE shall so indicate.

3.11.8.1 Withholding upgrade credit. A CSCE must be marked for upgrade credit only when the applicant can show proof of having passed the element(s) required for the upgrade. When an examinee cannot show the necessary proof, the Administering VEs will issue a CSCE which credits only the elements passed. A second CSCE shall be prepared showing the element and upgrade credit and shall be delivered to the VEC with the examinee's Form 605. The VEC will give the second CSCE to the examinee after verifying it.
3.11.8.2 CSCE Expiration Date. CSCEs are valid for temporary operation and upgrade credit if the issue date is within the 365 days previous to the date of the examination.

3.11.8.3 Expired CSCEs and Code Credit. An expired CSCE may be valid as proof of code credit, in combination with a current Technician class license.

3.12 Submittal of Session Packages.

3.12.1 Time limit. The Administering VEs shall submit the application forms and all test papers for successful candidates to the coordinating VEC at the completion of the each examination session.

3.12.2 Late submittals. If the VEC does not send the results of the examination session electronically to the FCC within 10 calendar days, the VEC shall explain why the results are late.

3.12.3 Tracking system. VECs shall devise a system to track the return of the materials and forms. If an Administering VE willfully or repeatedly fails to send the Form 605s to the VEC in a timely fashion, the VEC shall remove the Administering VE's accreditation.

3.12.4 Submittal of Application Data. The VEC must screen the data on the Form 605 for accuracy and completeness before sending the data electronically to the FCC. The name on the 605 form does not have to be the person's legal name. Any name can be on the form and license as long as there is no intent to deceive anyone.

3.12.5 Screening. Each VEC will adopt appropriate measures to achieve a near zero error rate in applications submitted to the FCC. The measures should address errors made by examiners, Administering VEs and the VEC. NCVEC Form 605 shall be completed in accordance with FCC requirements.

3.13 Section DELETED. [Replaced with 3.12.5]

3.14 Section DELETED.

3.15 VEC Processing.

3.15.1 Time Limit. Within ten calendar days of receiving application(s) from the Administering VEs, the VEC shall file them in accordance with the FCC's electronic filing instructions (see 3.1.3.2). VECs failing to file on time may be required to furnish an explanation. Willful or repeated failure in this regard may result in termination of a VEC's agreement.

3.15.2 Applications to File. File only those applications for examinees who have passed the required elements for a new or higher class license. Applications that are on hold at the VEC should be identified in accordance with the FCC's filing instructions.

3.15.3 Lost applications. Should an application be lost in the mail or by the VEC prior to electronically forwarding the results to the FCC, and if the VE team cannot supply a true copy of the examination results, it may be necessary for the examinee to retake the desired elements, and for the VE team to resubmit a new NCVEC Form 605 with the necessary attachments to the VEC.

3.16 VEC record keeping.

3.16.1 Establish a system. Each VEC shall establish a system of records which shall include a record of each examination session it coordinates. As a minimum, the records shall list the date, place, names of the Administering VEs and their qualifications, and names of examinees and their test results.

3.16.2 Anticipating questions. VECs can anticipate that questions will arise over whether an examinee took and passed an examination at a particular session which they coordinated. Be prepared to answer these questions.

3.16.3 Availability. VEC records must be made available to any authorized FCC representative upon request.

3.16.4 Retention. VECs shall retain all examination session records at least fifteen months. Examination result summaries and rosters of examinees shall be retained until further notice.

3.17 Section DELETED. [See Order 96-74]

3.18 Safeguarding examination integrity.

3.18.1 The VEC role. The VECs are the major safeguard to the integrity of the VEC system. VECs shall impress upon their Administering VEs and upon their Preparing VEs, the importance of maintaining high standards to the success of the amateur service. VECs should offer training in how to properly administer an examination and/or how to conduct an examination session.

3.18.2 Safeguarding test materials. All test materials to be administered at an examination session must be carefully safeguarded against premature disclosure to examinees. The number of examiners who have access to these materials prior to the examination should be as few as possible. VECs shall advise their Administering VEs and Preparing VEs to guard against examinations being compromised.

3.18.3 Reuse of test materials. The test materials should be changed frequently. Ideally, each examinee would be administered a unique question set and unique telegraphy message. Neither the same telegraphy message or question set may be administered in successive examination sessions to guard against "Saturday's examinees telling Sunday's." VECs should maximize the number of different examinations being administered in examination sessions they coordinate. Neither the same telegraphy message, nor the same question set, may be administered to the same examinee.

3.18.4 Disaccrediting VEs. Where there has been one or more testing irregularities by a VE, the VEC must prevent further testing irregularities by that VE by refusing to coordinate any examination sessions where that VE is to be an Administering VE until such time as the cause of the testing irregularity is corrected. VECs shall remove from Administering VE accreditation any person who:

a) does not maintain high standards in administering examinations, or

b) willfully or repeatedly fails to submit applications or return materials, or

c) fails to make the required public announcement of examination sessions, or

d) fails to provide the annual certification where required.

3.18.5 Dealing with reported irregularities. VECs must promptly resolve all reports of testing irregularities associated with examination sessions that the VEC coordinates. Reports and allegations received by the FCC concerning testing irregularities will be forwarded to the coordinating VEC for its information. Should a VEC become aware of testing irregularities in the preparation, administration, or coordination of one or more examination(s) administered at an examination session it coordinates, the VEC must take corrective action if the testing irregularity is such that it could result in an examinee receiving an amateur operator license for which the examinee is not qualified.

3.18.5.1 Corrective action. The following corrective actions must be implemented promptly:

a) If the application has not been electronically forwarded to the FCC, the VEC shall retain it in the VEC records. If the application has already been electronically forwarded to the FCC, the VEC will immediately advise the FCC contact person that the application is being declared void and that the VEC wants the application or license set aside if possible. (A license may only be set aside during the 30 days following issue.)

b) Declare the examination (not the examination session) void and advise the Administering Ves.

c) Advise the examinee that the VEC has declared the examination void and recover all CSCE documents issued as a result of the voided examination.

3.18.6 Examination Fraud. A VE who has administered or certified an examination fraudulently or for monetary or other consideration, is subject to revocation of his/her amateur station license and suspension of his/her amateur operator license. If a VEC has questions or information concerning suspected fraud in the administering or taking of examinations, the VEC shall contact:

W. Riley Hollingsworth
Special Counsel FCC - Amateur Radio Enforcement Bureau
FEDERAL COMMUNICATIONS COMMISSION
1270 Fairfield Rd
Gettysburg, PA 17325(717)338-2502
email: rholling@fcc.gov

3.18.6.1 DELETED.

3.18.6.2 Premature Disclosure VE team members must take every precaution against premature disclosure of the content of an examination they are about to administer. VECs must disaccredit any VE who participates in a compromised examination. VECs may require that applicants for accreditation to sign a statement that they are aware of the content and implications of 97.509(f).

3.18.6.3 Disclosure of FCC & VEC Actions. From time to time the Commission furnishes to VECs, as agents of the Commission, copies of letters and other information concerning compliance problems arising from the coordination of amateur operator license examinations. Such information is intended for the VEC's internal use. Additionally, VECs from time to time conduct their own investigations concerning compliance problems. VECs must not disclose information regarding these matters outside the volunteer examination system unless and until the information has been made public or its publication or disclosure has been approved by the Commission.

3.18.7 Cheating by the examinee. If cheating during an examination is detected, the examination must be immediately terminated for those examinees involved in the cheating. They must be informed that they failed the examination. Cheating includes using or attempting to use any unauthorized examination aids, obtaining answers from other examinees (with or without their knowledge), taking an examination for another person, etc. Whenever cheating is detected, whether before, during, or after an examination session, Administering VEs must promptly report all details to their VEC. The VEC shall report all details immediately to:

W. Riley Hollingsworth, Special Counsel
FCC - Amateur Radio Enforcement Bureau
FEDERAL COMMUNICATIONS COMMISSION
1270 Fairfield Rd
Gettysburg, PA 17325
(717)338-2502
email: rholling@fcc.gov

3.18.8 FCC-directed Retests. When the VEC is aware that an examinee has been directed to retest, the results of the retest must be reported to the Enforcement Division of the Wireless Telecommunications Bureau or to the person requesting the reexamination.

3.18.9 VEC Authority. A VEC may invalidate a test session and disaccredit Volunteer Examiners. A VEC may require VEs to agree to this policy. A VEC may refuse to coordinate a test session.

4.0 DEFINITIONS

The following terms are used in the Instructions.

97.xx: A reference to 47 CFR Part 97; e.g., 97.505(a) or just 97 when referring to the document as a whole.

Administering Examinations: The process of giving the actual examination to the examinee.

Administering VEs: The three accredited amateur operators who administer an examination to an examinee.

Code Element: Telegraphy element 1.

Coordinating: A VEC's activities in functioning as the link between VEs and the FCC.

Coordinating VEC: The particular VEC who coordinates a particular examination session.

Electronic Filing: The process wherein examination results are assembled and transmitted electronically to the FCC in Gettysburg.

Examinee: A person taking an examination for an Amateur operator license. [Replaces "applicant" and "candidate".]

Instructions: When capitalized, a reference to the instructions contained in this document. [Replaces "Guidelines".]

License Document: FCC Form 660, "Amateur Radio License."

License Grant: An Amateur License is considered to be "granted" if it can be verified in the FCC database.

Maintaining Standard Question Pool: The process of compiling a list of examination questions written by preparing VEs.

Physician: For the purposes stated in this document, the term "physician" is limited to health care providers with full medical privileges, that is, doctors of osteopathy (D.O.) or doctors of medicine (M.D.)

Preparing Examinations: The process of selecting a particular question set from the standard question pool. In a broader context, it also includes other aspects of examination preparation, such as writing questions and composing telegraphy messages.

Preparing VE: An amateur operator who prepares examinations for amateur operator licenses

Standard Question Pool: Compendium containing all of the available questions for a particular examination element.

VEC Name Code: A single letter identifying the name of the VEC organization.

VEC System: The system for preparing, administering, and coordinating license examinations for the Amateur Service.

VEC Team: The group of VEs participating in an examination session. The term includes the group leader, Administering VEs and VEs who may be engaged in other duties associated with the session.

Volunteer Examiner Coordinator: An organization that has entered into an agreement with the FCC to coordinate the efforts of administering VEs and preparing Ves.

5.0 INSTRUCTION MAINTENANCE

This section establishes an activity to be responsible for the maintenance of the Instructions. It defines procedures for initiation of changes, review, publication and distribution.

5.1 Responsible activity. Each year, at an annual conference, the VECs shall select an individual to be custodian of the Instructions. An alternate custodian shall also be selected. The selections shall be the result of a majority vote of those VEC organizations present at the conference.

5.1.1 Who may be selected. The custodian and alternate must be a VEC or closely associated with a VEC's operations.

5.1.2 Term and succession. The custodian and alternate shall serve from one annual conference to the end of the next. The alternate shall succeed should the custodian resign or otherwise be unable to continue. The conference Moderator shall select replacement(s) when neither custodian nor alternate are able to continue.

5.2 Custodial duties. As a minimum, the custodian shall be responsible to:

a) Update the Instructions to reflect the changes authorized at the annual conference. The scheduled date for distribution of the updated document shall be as set by the conference but not greater than 45 days from the end date of the conference.

b) Process change requests from VECs and the FCC in accordance with paragraph 5.3.

c) Review FCC publications for items affecting the Instructions and initiate changes in a timely fashion when appropriate.

d) Prepare and distribute a mid-year summary of progress and actions that need to be addressed. Due December 15.

e) At least 30 days before the next conference, distribute a summary of progress and poll the VECs for topics which require action. Collect the comments and prepare a summary report for delivery at the conference.

f) Coordinate with the FCC in publishing and distributing changes.

g) Assist an orderly transition to a successor custodian when appropriate.

5.2.1 Limitations. Other than correction of spelling, grammar and punctuation, the custodian shall not make unilateral changes to the Instructions.

5.3 Mechanics of change. It is anticipated that the Instructions will need constant attention to keep them current with changes in the Rules and to accurately reflect agreements on issues affecting implementation of the VEC system. Parts of the Instructions may, at some time, need to be deleted because of obsolescence or because the subject has been incorporated into a superseding document. Changes shall be initiated and reviewed in accordance with the following:

5.3.1 FCC directed changes. The FCC may direct a change to the Instructions at any time by contacting the custodian. These changes shall be implemented immediately unless prior review and/or concurrence of the VEC community is requested by the FCC.

5.3.2 VEC initiated changes. Any VEC may submit a written request for a change to the Instructions. The request must be directed to the custodian and must include the following:

a) The suggested wording of the change.

b) A brief discussion of the background and/or reason for the change. Notes: "Written request" may be interpreted as a request in writing or a readable text transmission via one of the electronic media. "Change" may be interpreted to mean change, addition, or deletion.

5.3.3 Review process. All changes initiated by VECs are subject to review by the FCC and the VEC community. The review process shall be conducted as follows:

a) The custodian shall work with the initiator of the change to arrive at a mutually agreeable distribution version.

b) The custodian shall distribute the change request to all VECs with a request for action before a specified deadline. Courtesy copies shall be distributed to the FCC at Washington and Gettysburg. The deadline shall not be less than 15 working days from the date the change is distributed.

c) VECs and the FCC may respond with concurrence, concurrence with specific modifications, or non-concurrence; or not respond at all. The custodian shall work the conditional concurrence items with the principals to arrive at a consensus version.

d) The custodian shall determine acceptance of the change in accordance with paragraph 5.3.4 and shall report all voting statistics to the VEC community.

e) Successful changes shall be submitted to the FCC for final review in accordance with paragraph 5.4.2.

5.3.4 Acceptance criteria. A change submitted to the VEC community shall be accepted on concurrence of a simple majority of those responding before the deadline. A change may be initiated and voted upon at a properly called annual conference and shall be accepted on concurrence of a majority of the VEC organizations present at the conference. Non-concurrence on the part of the FCC constitutes a veto of the change.

5.4 Publication & distribution.

5.4.1 Change Notices. The custodian may elect to document revisions with change notices. Change notices shall be identified with the current revision letter and a number, e.g., B1, B2... B5. After five change notices have been issued, the sixth change shall initiate incorporation of all revisions. The Instructions shall then be released and distributed under the next revision letter.

5.4.2 Distribution. When final comments are satisfied, the Custodian will distribute hard copies of the completed document; one to each VEC organization, 10 to the FCC in Washington and 3 to the FCC in Gettysburg. In addition, at the Custodian's option, floppy discs may be distributed; one to each VEC organization, one to Washington and one to Gettysburg.

5.4.3 DELETED.

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